

**PERSONNEL BOARD AGENDA**  
**Monday, April 12, 2010 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson, Eddie Garcia, Vice-Chairperson, Ann Infante, Member, Beatriz Sosa, Member, and Grecia Ferro Ameneiro, Member

**ELECTIONS**

Request to hold Elections for the positions of Chairperson and Vice-Chairperson.

**AGENDA**

1. Request to approve the minutes of the February 1, 2010 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received February and March 2010:
  1. Juan Lauzan                      Construction & Maintenance Department
  2. Arnulfo Olivas                  Construction & Maintenance Department
  3. Maria Hernandez               Finance Department
  4. Juan Faedo                      Fleet Maintenance Department
  5. Jacqueline Vargo               Library Division
  6. Luis Rodriguez                 Parks & Recreation Department
  7. Michael Albarello              Police Department
  8. Toni Mas                          Police Department
  9. Luis Servilla                   Police Department
  10. Alberto Perez                  Streets Department
3. Report of Leave Without Pay List for February and March 2010.
4. Report of Civil Service Appointments for February and March 2010.
5. Report of Civil Service Resignations for February and March 2010. **None**
6. Report of Maternal/Paternal Leave for February and March 2010.
  1. Matthew Dangerfield          Fire Department
  2. Lauren Brown                  Police Department
  3. Nelson Fajardo                 Police Department
  4. Liuby Garcia                   Police Department
7. Report of Leave of Absence for February and March 2010. **None**
8. Request to certify eligibility list for Education Center Director I.
9. Request to certify eligibility list for Education Center Director II.
10. Request to certify eligibility list for Education Special Programs Director.

11. Request to certify eligibility list for **Program Specialist IV.**
12. Request to conduct a Civil Service examination for the **Accountant** position with the following criteria:
- a. In house
  - b. 100% Written
  - c. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.

Copy of **revised** job description and eligibility list are attached.  
Range 51 - \$1269-\$2587 Bi-weekly

13. Request to conduct a Civil Service examination for the **Customer Service Representative** position with the following criteria:
- a. In house
  - b. 100% Written
  - c. 20 WPM Pass/Fail Typing Test (Applicants that have passed a 20 wpm or greater typing examination with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing test.)
  - d. A minimum score of 70% must be obtained on the written examination in order to sit for the typing portion.
  - e. Must pass the 20 wpm typing test to be placed on the eligibility list.
  - f. Must pass all exam portions to be placed on the eligibility list.

Copy of **revised** job description and eligibility list are attached.  
Range 45 - \$903-\$1714 Bi-weekly

14. Request to conduct a Civil Service examination for the **Police Officer (Certified)** position with the following criteria:
- a. Open to the public
  - b. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.

Copy of **revised** job description and eligibility list are attached.  
Range 61 - \$1556-\$2362 Bi-weekly

15. Request to approve the **new** job description for the position of **Police Officer (Trainee).**

16. Request to hear Antonio Luis, Member of the Dade County Police Benevolent Association (PBA) regarding **Appointed Positions of Commander and Major.**

17. Request to hear **Unfinished Business.**

18. Request to hear **New Business.**

**NEXT PERSONNEL BOARD MEETING: "May 3, 2010"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.